

# OFFICE SAFETY

SLIPS, TRIPS, &  
FALLS

BLOCKING  
EXITS

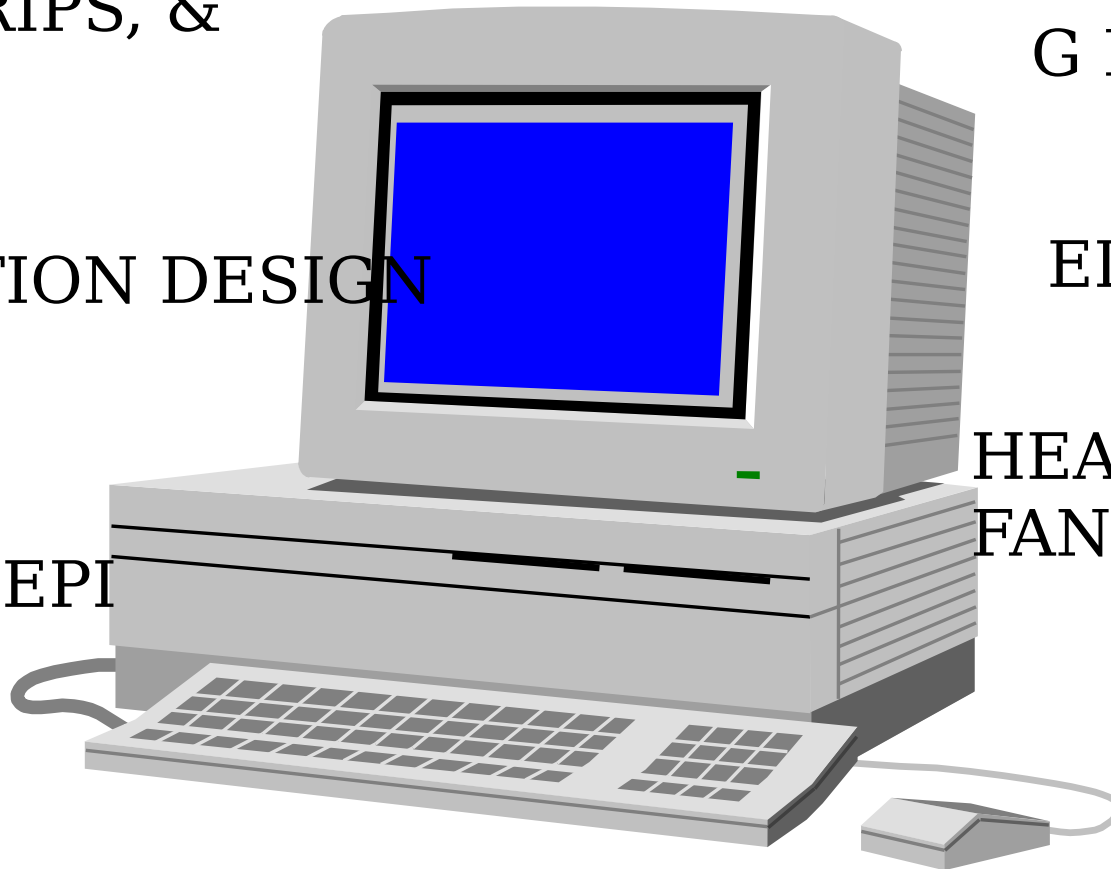
WORKSTATION DESIGN

ELECTRICAL

HOUSEKEEPING

HEATERS &  
FANS

LIFTING



EMERGENCY ACTION  
PLANS

FAULTY EQUIPMENT

# SLIPS, TRIPS AND FALLS

FILE DRAWERS

WET FLOORS

STAIRS

CARPET

CHAIRS

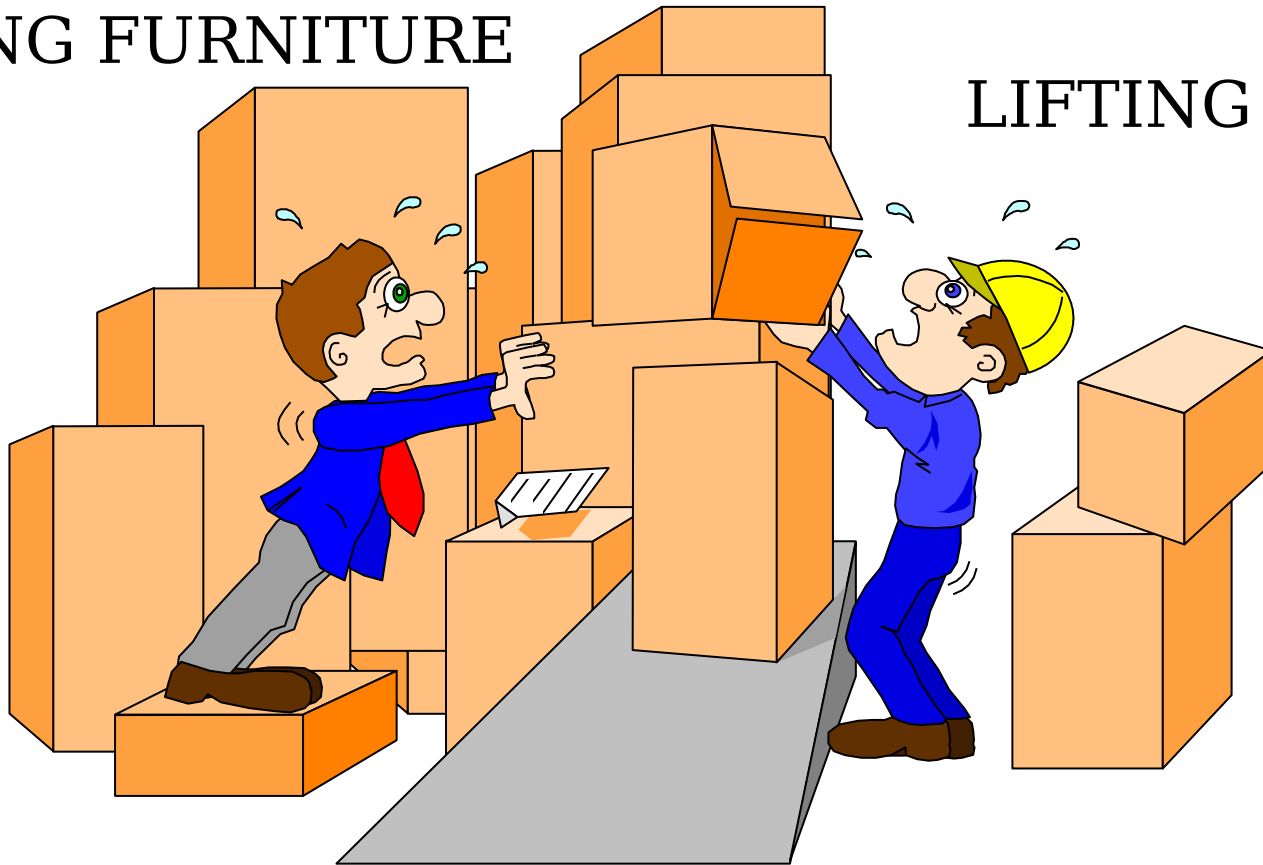
PARKING LOTS



# IMPROPER LIFTING TECHNIQUES

MOVING FURNITURE

LIFTING BOXES



# OFFICE EQUIPMENT

CHAIRS

STAPLER  
S

POWERSTRIPS

GROUND  
WIRES

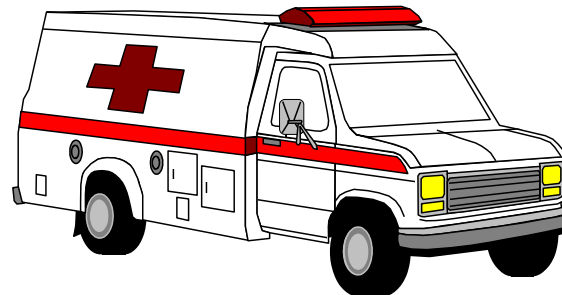
Frayed Cords

Holiday Decorati



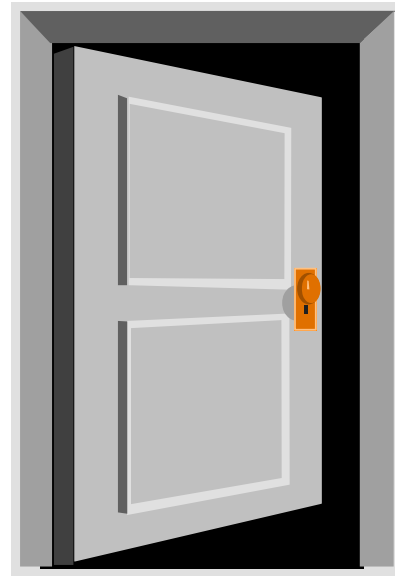
# EMERGENCY PLAN

- Each Office Area will have a written plan that covers fire, earthquake, storm or flood emergencies.
- Should be reviewed with employees each time it is changed



# EMERGENCY EVACUATION PLAN

- Procedures for emergency escape
- Emergency route
- Account for all personnel after evacuation



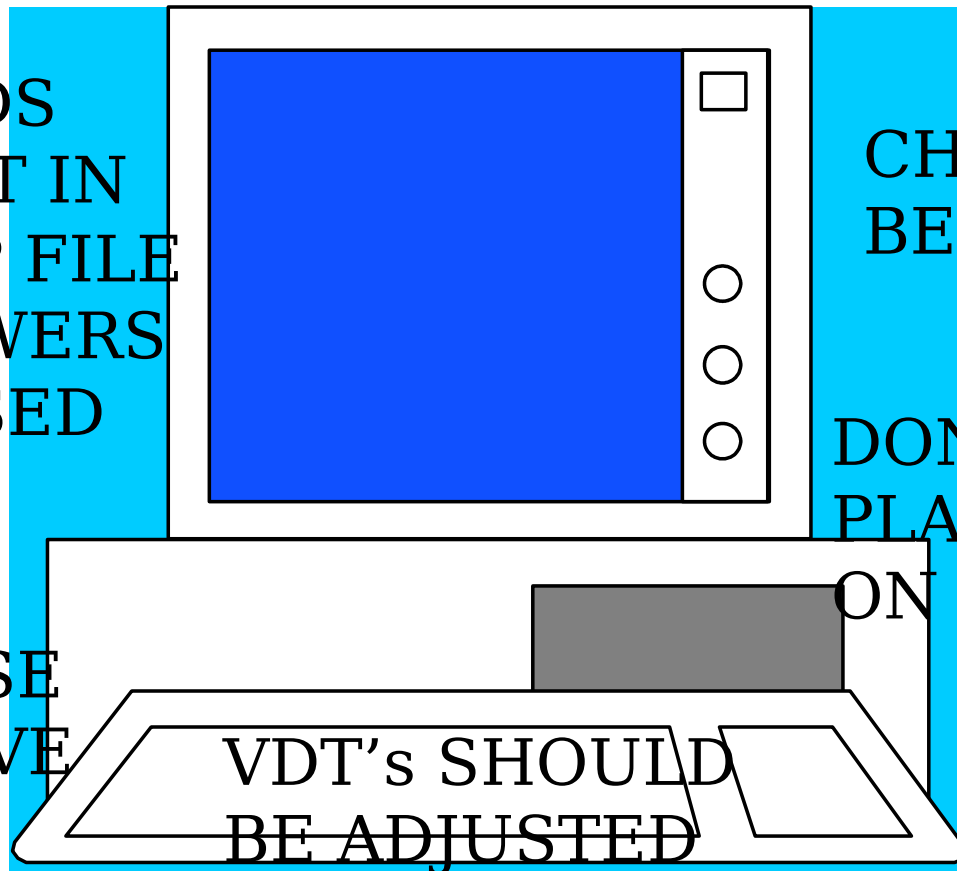
# WORKSTATIONS

STOW  
KEYBOARDS  
WHEN NOT IN  
USE KEEP FILE  
DRAWERS  
CLOSED

CHAIRS SHOULD  
BE ADJUSTABLE

DON'T USE  
PLATE GLASS  
ON TOP OF DESK

DON'T USE  
DEFECTIVE  
CHAIRS



VDT's SHOULD  
BE ADJUSTED

AT  
THE RIGHT

LIGHTING

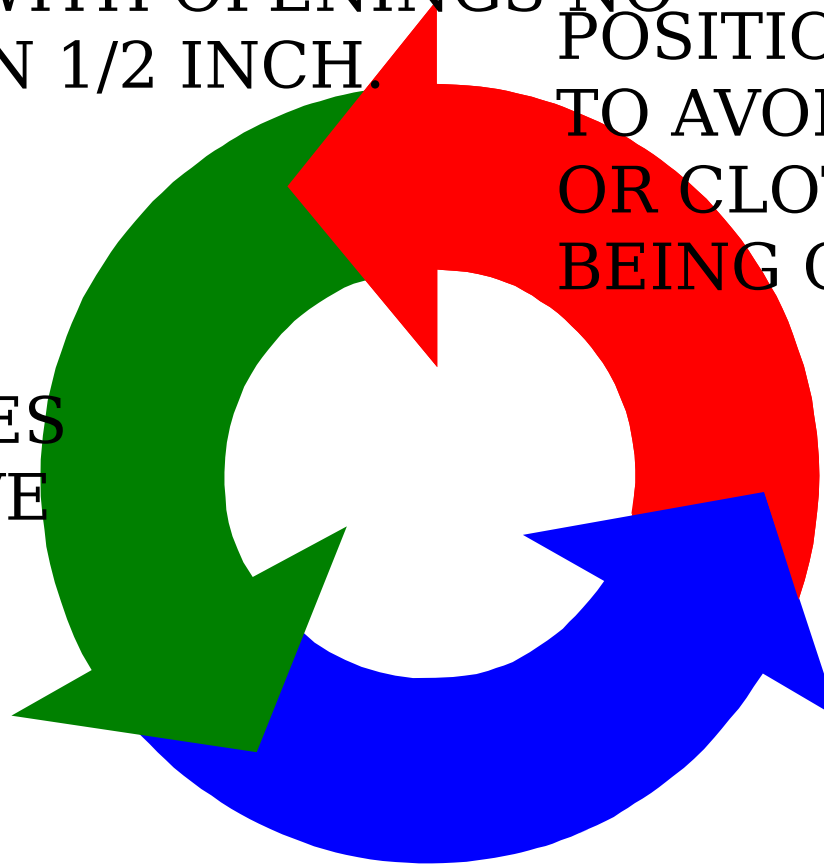
# FANS

FAN GUARD WITH OPENINGS NO  
LARGER THAN 1/2 INCH.

POSITION FANS UP HIGH  
TO AVOID HANDS  
OR CLOTHING FROM  
BEING CAUGHT

LOOSE BLADES  
OR DEFECTIVE  
GUARDS

CHECK  
CORDS  
AND PLUGS





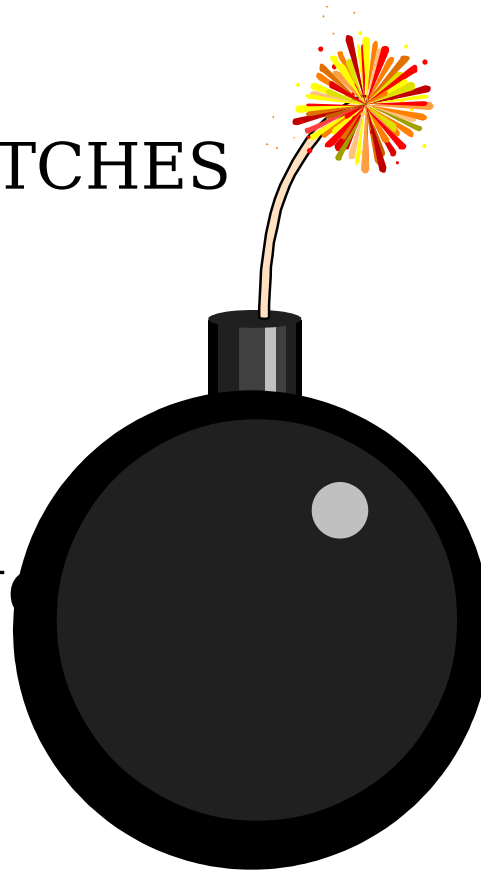
# HEATERS

MUST HAVE  
TIPOVER SWITCHES

CHECK FOR  
FRAYED  
WIRING

CHECK  
TEMPERATURE  
IN THE BUILDING

MUST RECEIVE  
APPROVAL FROM  
FACILITIES



# HOUSEKEEPING

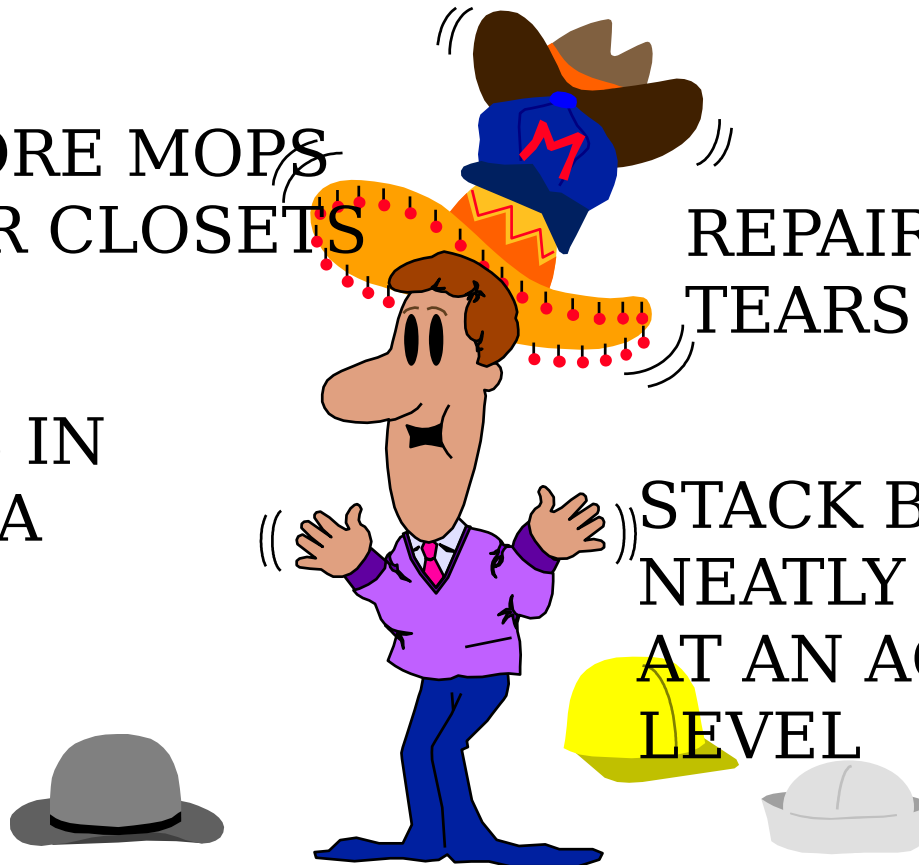
WIPE UP SPILLS  
IMMEDIATELY

DON'T STORE MOPS  
IN JANITOR CLOSETS

REPAIR CARPET  
TEARS IMMEDIATELY

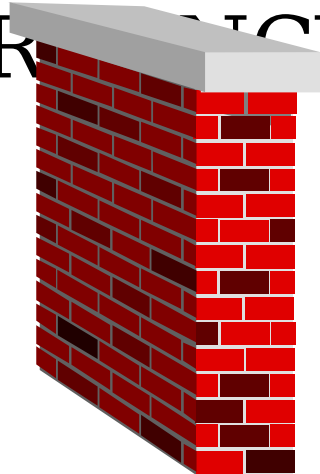
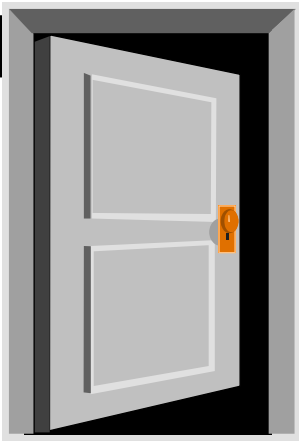
TAPE CORDS IN  
TRAVEL AREA

STACK BOXES  
NEATLY AND  
AT AN ACCEPTABLE  
LEVEL



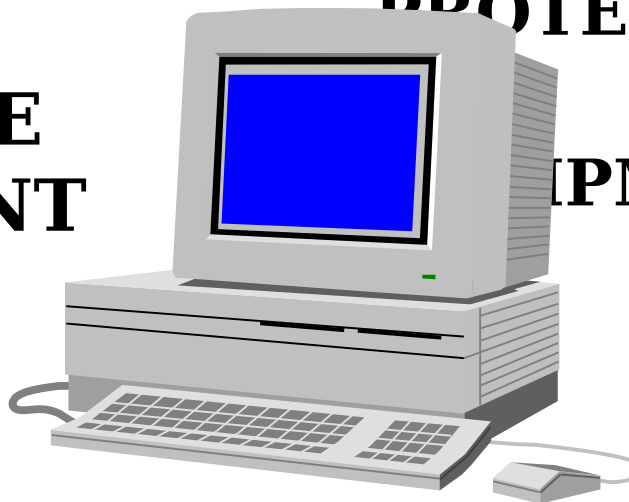
# EXITS

- DON'T BLOCK THE EXIT
- MAKE SURE EXITS ARE LABELED
- DON'T BLOCK THE AISLES
- CHECK EMERGENCY LIGHTING



# ***MISHAP CAUSATION FACTORS***

- **FATIGUE**
- **HASTE**
- **INATTENTION**
- **COMPLACENT**
- **ANGER**
- **DEFECTIVE EQUIPMENT**
- **UNREPORTED SAFETY HAZARDS**
- **NOT USING PROPER PERSONAL PROTECTIVE EQUIPMENT (PPE)**



# ***MISHAP PREVENTION***

- **ATTITUDE**
- **COMMUNICATION**
- **TRAINING**
- **COMPLIANCE**
- **INSPECTIONS**
- **INVESTIGATION**
- **PROPER  
MAINTENANCE**



# ***MANAGERS AND SUPERVISORS ARE RESPONSIBLE FOR:***

- **MAINTAINING SAFE/HEALTHFUL WORKING CONDITIONS**
- **ENSURING THAT APPROPRIATE CLAIMS ARE PROPERLY SUBMITTED IN A TIMELY MANNER**
- **MAINTAINING CONTACT WITH INJURED EMPLOYEE**



# ***MANAGERS AND SUPERVISORS ARE RESPONSIBLE FOR:***

- **MODIFYING DUTIES OF POSITION  
IN ORDER TO RETAIN INJURED  
WORKER**
- **REVIEWING FECA COST IN ORDER  
TO IDENTIFY AREAS WHERE  
COSTS CAN BE REDUCED**
- **CONSIDERED ELIGIBLE  
REHABILITATED INJURED  
WORKER FOR REEMPLOYMENT**



# ***OFFICE SAFETY FACTS***

- **FALLING  
OBJECT  
MISHAPS**
- **FIRE AND  
ELECTRIC  
HAZARD  
MISHAPS**
- **MISC.  
MISHAPS**



- **GREATEST  
NUMBER OF  
INJURIES COME  
FROM SLIPS,  
TRIPS, AND  
FALLS.  
RECENTLY,  
THEY  
ACCOUNTED  
FOR 64% OF  
ALL OFFICE  
MISHAPS.**



# ***OFFICE SAFETY FACTS***

- **SLIPS, TRIPS,  
FALLS**
- **IMPROPERLY  
USED  
EQUIPMENT**
- **FAULTY  
EQUIPMENT**
- **COLLISIONS OR  
OBSTRUCTIONS  
MISHAPS**



# ***FEDERAL EMPLOYEES COMPENSATION ACT (FECA)***

- **OPNAVINST 12810.1**
  - **CNO LTR 1990**
  - **“CHARGE BACK” TO INDIVIDUAL  
COMMAND**
  - **COMMAND PAYS FOR  
INDIVIDUAL’S MEDICAL  
EXPENSES, LOST TIME  
COMMAND’S OPTAR**
  - **HRO COMPENSATION ROLL**



# ***TOTAL MARINE CORPS***

## ***FECA COSTS***



# ***HOW TO GET PEOPLE BACK TO WORK***

- **JOB ENGINEERING**
- **LIGHT DUTY**
- **RETRAIN**
- **FIND JOBS IN OTHER  
AREAS**
  - **CHANGE ATTITUDE OF  
SUPERVISORS TOWARD  
INJURED EMPLOYEES**